



Republic of the Philippines
Department of Education
REGION I



OFFICE MEMORANDUM

No. 08 s. 2026

SUBMISSION OF UPDATED FLEXIBLE WORK ARRANGEMENTS IN DEPED
REGIONAL OFFICE I

To: Assistant Regional Director
Chiefs of Functional Divisions
Heads of Units/Sections
All Concerned Personnel

1. This Office issued Office Memorandum No. 151, s. 2025, entitled Implementation of Flexible Work Arrangements in the Department of Education Regional Office I, dated May 26, 2025, pursuant to DepEd Order No. 004, s. 2025, Civil Service Commission Memorandum Circular No. 6, s. 2022 or the Policies on Flexible Work Arrangements in the Government, as amended by CSC MC No. 01, s. 2025, and Commission on Audit-Department of Budget and Management Joint Circular No. 1, s. 2022 or the Policies on the Adoption of Flexible Work Arrangements for Contract of Service and Job Order Workers in Government.
2. The policy aims to prioritize the health and safety of all officials and employees, particularly during emergent and disruptive situations, while ensuring the continuous delivery of services and the attainment of mandates, targets, and programs. It also seeks to foster work-life balance, promote the use of information and communication technology in current work processes and systems, and ensure the provision of efficient public service to all learners, clients, and stakeholders under any circumstances.
3. In line with this and to ensure that the objectives of the policy are met, the Chiefs of Functional Divisions are advised to submit the updated and approved Summary of Personnel under Flexible Work Arrangement (Annex B.1), based on the considerations and parameters outlined in Section V.1.c of DepEd Order No. 004, s. 2025, effective January 2026, to the Administrative Division – Personnel Section. The deadline for submission is **January 12, 2026**.
4. Non-submission of an updated Summary of Personnel under FWA shall be construed as confirmation of the status quo of the current work arrangement.
5. Immediate dissemination of and strict compliance with this Memorandum is hereby enjoined.




TOLENTINO G. AQUINO
Director IV

ADMIN/RJLC/roc/gnn/lgm/WorkArrangement
January 06, 2026



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Doc. Ref. Code	OM-ORD	Rev	00
Effectivity	11.18.2024	Page	1 of 1



Summary of Personnel under Flexible Work Arrangement
(Plantilla)

Annex B.1

Name of Office: _____
Covered Period: _____

No.	NAME OF EMPLOYEE	FLEXIBLE WORK ARRANGEMENT (FWA)								SIGNATURE OF EMPLOYEE
		FULL FLEXITIME	FLEXITIME			COMBINATION WORK FROM HOME (Please select preferred WFH day)				
			FIXED FLEXITIME			TUE	WED	THU	FRI	
			07:00 - 04:00	08:00 - 05:00	09:00 - 06:00					
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										

Recommended By: _____
(Head of Functional Division)

Approved By: _____
(Head of Office)